

TAL Strategic Plan Communications Plan - Milestones

Last Update: August 27, 2014

Timeline <i>All dates 2014 unless otherwise noted.</i>	Activity	Responsibility for Carrying Out	Oversight	Status
April	Environment al Scan	dmA (with Dysart & Jones)	Executive Committee	Document received by Idea Lab June 18.
June	Situation Audit	TAL Staff	Executive Committee	Document received by Idea Lab June 18.
June 9-12	Focus Groups	Alberta Community Development (ACD) Consultant	TAL Staff	Complete. ACD summary notes were by the Idea Lab July 4. The focus groups were very successful. Attendees for the sessions were: Session 1 (TAL Staff): 8 Session 2 (Public/Regional): 7 Session 3 (Post-secondary/Special): 10 Session 4 (Post-secondary/Special): 7 Session 5 (Public/Regional): 5 TOTAL: 37 (29 member libraries)
June-July	Surveys	TAL Staff	Executive Committee	Complete. Summary notes received by the Idea Lab August 20. The survey closed on Friday, July 25. The final counts: 24 responses from post-secondary libraries (out of a possible 33) and 63 public and regional library responses (out of a possible 227 boards).
July	Key Informant Interviews	Executive Committee	Executive Committee	Complete. Summary notes were received by the Idea Lab August 20 Eleven people from a diverse background in associations, government or with knowledge of TAL were interviewed.
July-August	Data Analysis and Report Preparation	dmA (with Dysart & Jones)	TAL Staff	In progress

September 23	Idea Lab Workshop 1	dmA (with Dysart & Jones)	TAL Staff	Members reviewing supporting materials.
October 8	Review Group 1	dmA (with Dysart & Jones)	Executive Committee	Pending
Mid-October	Idea Lab Workshop 2	dmA (with Dysart & Jones)	TAL Staff	Pending
October 23	Review Group 2	dmA (with Dysart & Jones)	Executive Committee	Pending
Early November	Idea Lab Workshop 3	dmA (with Dysart & Jones)	TAL Staff	Pending
Mid-November	Draft Strategic Plan	dmA (with Dysart & Jones)	Executive Committee	Pending

November 21	Board feedback on Draft Plan	Executive Committee	Board	Pending
Mid-December	Executive Committee review of draft Plan	Executive Committee	Executive Committee	Pending
Mid-January, 2015	Board Review of draft Plan	Board	Executive Committee	Pending
Mid-February, 2015	Final Strategic Plan Report	Board	Executive Committee	Pending